

STATE OF MISSISSIPPI  
BUREAU OF BUILDING, GROUNDS AND REAL PROPERTY MANAGEMENT  
501 North West Street, Suite 1401 B, Woolfolk Building  
Jackson, Mississippi 39201  
Phone: 601/359-3621

**REQUEST FOR QUALIFICATIONS  
FOR  
CONTRACTOR**

1. **GENERAL:** The Department of Finance and Administration's Bureau of Building, Grounds and Real Property Management will contract for construction for the Mississippi Landmark project listed in this document. This is NOT a request for bids/pricing. Contractors who are prequalified under this process will be requested to submit sealed bids in a separately advertised Invitation for Bids.
2. **PROJECT:** The Bureau of Building is seeking prequalification for the following project:

GS#:	<b>350-026</b>
Title:	<b>HVAC &amp; Energy Upgrades (Governor's Mansion)</b>
Agency:	DFA Office of Capitol Facilities
Location:	Governor's Mansion, Jackson, Mississippi
Funding Sources:	Senate Bill 3100, Laws of 2011 & House Bill 1729, Laws of 2016 Using Agency Funds

Scope of work includes, but not limited to: Replacement of boilers and chillers, installation of air handler and associated components and equipment to improve HVAC system reliability, code compliance, and increased energy efficiency. The scope of work is described in detail in this RFQ document.

3. **SELECTION PROCESS:** Contractor prequalification will be in accordance with Bureau of Building Contractor Prequalification Policy as identified in BOB Manual Section 400.12. Preselection Committee will establish a short list of all responsive Contractors meeting a minimum score of 70 points. Evaluation criteria for short list selection for this RFQ shall be as follows (100 point scale):
  1. **Past Performance:** If Prime Contractor has done prior work for Bureau or Using Agency, award up to 10 points depending upon past performance. If Prime Contractor has not done prior work for Bureau or Using Agency, scoring for this criteria will be based upon references provided and/or consultation with Owner(s) of portfolio of completed projects provided.
  2. **Project Management Team:** General qualifications of Prime Contractor and Key Trades as well as specific abilities of identified team members, award up to 30 points, as follows:
    - Prime Contractor – Up to 10 points
    - Key Trades – Up to 20 points as follows:
      - Equipment installation and associated work – Up to 10 points
      - Piping installation – Up to 5 points
      - Ductwork installation – Up to 5 points
  3. **Relevant Experience:** Experience of Prime Contractor and Key Trades with projects of similar type, scale and/or complexity of subject project executed in the environment of a Mississippi Landmark or National Landmark facility, award up to 60 points, as follows:
    - Prime Contractor – Up to 20 points
    - Key Trades – Up to 40 points as follows:
      - Equipment installation and associated work – Up to 20 points
      - Piping installation – Up to 10 points
      - Ductwork installation – Up to 10 points

Should interviews of short listed firms be held, each short listed Contractor will be re-scored following interviews using the same criteria for short list selection. If no interviews are held, Contractors will be prequalified directly from the short list on the basis of the short list scoring. No less than two (2) and no more than five (5) Contractors receiving the highest scores shall be prequalified for bidding of the project.

4. **SUBMISSIONS:** Any individual, firm, or corporation desiring to provide construction for project listed herein shall submit the following to the Bureau of Building, Grounds and Real Property Management. See Definitions below for detailed descriptions of Company Information, Key Personnel, and Project Portfolio. A minimum of 5 hard copies in a binder, tabbed as indicated herein with an additional 5 copies in digital format (CDs or memory sticks) are required. Incomplete submissions will be considered non-responsive and ineligible for consideration. No supplementation or revision of submittal shall be permitted after stipulated submittal delivery date/time.

- **Tab 1: Prime Contractor**
  - Company Information
  - Key Personnel – Include documentation that proposed superintendent has specific experience with projects involving logistics of replacement of key equipment where scheduling and downtime concerns are critical.
  - Project Portfolio
- **Tab 2: Equipment installation and associated work** - Includes the installation of all chillers, boilers and air handler units as described in specifications, all drawings and details, and any related work described in other Contract Documents. (Note: If the Prime Contractor is proposing to perform part or all of this work, so indicate and include the required information in addition to that required under Tab 1.)
  - Company Information - Include documentation that company has at least ten (10) years of experience in the installation of equipment similar in type to that to be installed under the work of this project.
  - Key Personnel - Include statement that all work will be performed by workmen having at least five (5) years experience in the specific types of work involved in subject project. At least three (3) years of such experience shall be in installation of such equipment in a Mississippi and/or National Landmark building.
  - Project Portfolio - Include examples of completed work of similar level of complexity and demonstrating levels of skill and craftsmanship similar to those required for this project. Include specific examples of projects involving logistics of moving large equipment into and out of confined spaces within Mississippi and/or National Landmark buildings with vulnerable finishes.
- **Tab 3: Piping installation** - Includes the laying out and installation of piping to support replacement equipment and installation of accessories as described in specifications, all drawings and details, and any related work described in other Contract Documents. (Note: If Prime Contractor is proposing to perform part or all of this work, so indicate and include the required information in addition to that required under Tab 1.)
  - Company Information - Include documentation that company has at least ten (10) years of experience in type(s) of work included under this Tab.
  - Key Personnel - Include statement that all work will be performed by workmen having at least five (5) years experience in the specific types of work involved in subject project.
  - Project Portfolio - Include examples of completed work of a similar level of complexity and demonstrating levels of skill and craftsmanship similar to those required for this project.
- **Tab 4: Ductwork Installation** - Includes the laying out and installation of ductwork to support air handler and installation of accessories as described in specifications, all drawings, and details, and any related work described in other Contract Documents. (Note: If Prime Contractor is proposing to perform part or all of this work, so indicate and include the required information in addition to that required under Tab 1.)
  - Company Information - Include documentation that company has at least ten (10) years of experience in type(s) of work included under this Tab.
  - Key Personnel - Include statement that all work will be performed by workmen having at least five (5) years experience in the specific types of work involved in subject project.
  - Project Portfolio - Include examples of completed work of a similar level of complexity and demonstrating levels of skill and craftsmanship similar to those required for this project.

- **Multiple Companies:** General Contractor will be contractually obligated to utilize companies identified in RFQ proposal if awarded contract for construction in separate Request for Bids. As such, only one company should be identified for any Key Trade stipulated herein.
- **Definitions:** Refer to Tab descriptions above and BoB Project Manual for higher requirements for individual Preservation Trades than those included in these general definitions.
  - Contractor Information
    - Company name, address, telephone number(s), and website (if applicable)
    - Mississippi Secretary of State Contractor Listing Printout
    - Mississippi Board of Contractors COR/Classification Printout
  - Key Personnel
    - Resumes, References and Proposed Role(s) of company personnel who will be directly involved on this project, if awarded. At minimum, must identify Project Manager and Project Superintendent/Foreman proposed for this project. References shall include current telephone contact information.
    - Provide documentation of experience for each role on projects of similar type, scale, and/or complexity of subject project. A minimum of five (5) years of documented experience is required for Project Manager and Project Superintendent/Foreman. For companies identified to perform Preservation Trades, experience must include projects involving State or Federal designated historic buildings. Refer to Tab descriptions above and BoB Project Manual for higher requirements for individual Preservation Trades.
  - Project Portfolio
    - For each company identified to perform work on this project, include documentation of a minimum of five (5) projects of similar type, scale, and/or complexity of the subject project which have been successfully completed within the past ten (10) years. Refer to Tab descriptions above for higher requirements for individual Preservation Trades.
    - Identify the involvement of proposed key personnel for subject project in each completed project.
    - Documentation shall include project name, location, historical designation (where applicable), completion date, client name/contact, architect name/contact, contract amount, and a detailed description of company's work. Provide sufficient details concerning materials/methods involved to allow comparison between its scope and complexity and that of the subject project. Testimonial letters are acceptable, but not required.
    - Include at least ten (10) high quality color images of each project illustrating company's work. Provide both images showing completed work and work in progress. Provide either captioned images or a written summary keyed to images highlighting relevance to work of subject project.

5. **RESPONSIVENESS:** Any submission lacking information required above shall be determined to be non-responsive and will not be scored or further considered.

6. **DELIVERY:** All submissions must be received in the Bureau of Building, Grounds and Real Property Management's Office by 5:00:00 p.m. on Thursday, 07/26/2018. Publication will be as follows: 06/26/2018 and 07/03/2018. A deposit of \$100.00 is required. Address all submissions to:

Bureau of Building, Grounds and Real Property Management  
 501 North West Street, Suite 1401 B, Woolfolk Building  
 Jackson, Mississippi 39201  
 RE: GS# 350-026 HVAC & Energy Upgrades